

TAPP Program
Implementation Plan

Goal	Target	Task	Lead	Jan '17	Feb '17	Mar '17	Apr '17	May '17	Jun '17	Jul '17	Aug '17	Sep '17	Oct '17
Contract Management	Contract Execution	Confirm Contract specifics	Grants & Contracts Manager	X									
		Facilitate signatures	Board Liaison	X									
		Confirm with Business Office	Grants & Contracts Manager	X									
		Complete Required Reports	Program Director, Grants & Contracts Manager	X									
Contract Compliance	Meet Contract Responsibilities	Review contract	Monitoring and Evaluation Dpt, Program Director	X			X			X			X
		Revise Logic Model	Monitoring and Evaluation Dpt, Program Director	X									
		Discuss Evaluation Plan	Monitoring and Evaluation Dpt, Program Director	X									
Data Collection	Individual Client Demographic and Outcomes Tracking	Identify outcome and session scales	Program Director, Therapists	X									
		Set up in Carelogic, ECR	Program Director, M & E Dpt.	X									
		Run Quarterly Reports	Program Director, M & E Dpt.	X			X			X			X
Community Outreach	MOUs and Partnerships	Identify and meet with DPH and partners	Program Director	X									
		Draft and execute MOUs, include HIPAA laws	CPO, CEO	X									
		Update materials in English and Spanish	Marketing Director	X									
		Distribute collateral materials.	Direct Service Provider	X									
Staff Development	Bi-weekly Supervision and Monthly Staff Meetings	Identify meeting space	Program Director	X									
		Hold Monthly Staff Meetings	Program Director	X	X	X	X	X	X	X	X	X	X
		Set up bi-weekly supervision	Program Director, Therapists	X	X	X	X	X	X	X	X	X	X
		Review M&E Dpt - Case Notes & Administration	Program Director, Direct Service Provider	X	X	X	X	X	X	X	X	X	X
		Coordinate schedule with Point of Entry	Direct Service Provider	X	X	X	X	X	X	X	X	X	X
		Complete assessments	Direct Service Provider	X	X	X	X	X	X	X	X	X	X

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Nov '17	Dec '17	Jan '18
		X
		X
X	X	X
X	X	X
X	X	X
X	x	X
X	x	X

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Service Delivery	Provide Services to Clients	Complete treatment plans	Direct Service Provider	X	X	X	X	X	X	X	X	X	X
		Assign clients to program	Direct Service Provider	X	X	X	X	X	X	X	X	X	X
		Provide services	Direct Service Provider	X	X	X	X	X	X	X	X	X	X
		Document services	Direct Service Provider	X	X	X	X	X	X	X	X	X	X

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Nov '17	Dec '17	Jan '18
X	x	X
X	x	X
X	x	X
X	x	X